

OUTLINE FOR BRIEFING CSC REPRESENTATIVES  
ON CIA's MERIT PERSONNEL SYSTEM

I. INTRODUCTION (Mr. Fisher)

II. POSITION CLASSIFICATION

25X1A9A

- A. This Agency follows the Classification Act in so far as possible.
- B. The position structure is our framework and control for personnel management operations.

1. The CSGA Control

III. RECRUITMENT

25X1A9A

- A. This Agency advertises our personnel requirements extensively (examples).
- B. We have an active recruitment force.
- C. Many individuals write directly to this Agency expressing their interest in employment (numbers).
- D. Our employment standards are very high - application forms are given only to those who impress recruiters with their qualifications and motivation for Agency employment (show copies of the PHS).
- E. Security processing precludes on the spot hiring decisions - processing takes about five months.

1. Therefore when the Agency is at strength, we recruit against prospective vacancies.

F. The Decision to Hire

- 1. D/Pers hires clerical personnel.
- 2. The Career Training Program - annual input through this program varies with Agency needs. All professional applications are available for screening against CTP input requirements.

IV. THE CAREER SERVICES (Mr. Fisher)

- A. Responsible for Agency-wide staffing.
- B. Controls input and selects candidates from among applicants against anticipated requirements.
- C. Personnel (SP) Officers participate directly in forecasting needs and selecting candidates for input throughout the Agency.

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- D. Selection criteria are very high (give statistics on degrees, etc.).
  - E. The Career Selection Process
    - 1. The trial period (9 months review).
    - 2. The period of Career Provisional status (18 and 33 months reviews - show copy of Fitness Report form).
  - F. Rank-in-Man (flexibility through PRA and underslotting within CSGA control).
  - G. Promotions - by competitive selection within each Career Service.
  - H. Reassignments managed by the Career Services to deploy their manpower resources to meet requirements Agency-wide - Career Employees expected to serve anywhere any time.
- IV. SHOW PERSONNEL REGULATIONS AND FORMS (1152, 1150, OPT, etc.)
- V. VISIT PI?

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